

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: BRAILLIST

POSITION LOCATION: Statewide

MINIMUM QUALIFICATIONS:

- Associate's (or higher) degree or completion of two years (60 semester credit hours) of study at an institution of higher education OR the successful completion of an Arizona Department of Education approved Academic Assessment Test.
- Required to pass a background and fingerprint check.

PREFERRED QUALIFICATIONS:

- Associate Degree in secretarial skills plus course work in the operation of computers.
- Knowledge of one of the major programs that produce Braille.
- Braille Certification or progress toward Braille certification

MAJOR DUTIES AND RESPONSIBILITIES:

- Transcribe materials on a computer into Braille; including Braille transcription using the textbook formatting standards, Nemeth Code (math), and Spanish language;
- Maintain necessary contacts with equipment vendors;
- Monitor students on computerized equipment;
- Prepare media materials;
- Prepare instructional materials for visually impaired students and staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to type 70 words per minute.
- Ability to operate a variety of computerized equipment.
- Skill in formatting transcribed materials; good verbal and written skills.
- Ability to train students on equipment.
- Ability and willingness to learn new technological skills.
- Ability to follow directions.